

GOVERNMENT OF THE DISTRICT OF COLUMBIA
POSITION VACANCY ANNOUNCEMENT

CHILD AND FAMILY SERVICES AGENCY
OFFICE OF HUMAN RESOURCES ADMINISTRATION

ANNOUNCEMENT NO: CFSA-06-R037

POSITION: RESIDENTIAL SPECIALIST
DS-301-9/11/12

OPENING DATE: 10/24/05

CLOSING DATE: 11/03/05

IF "OPEN UNTIL FILLED"

SALARY RANGE: 9 - \$39,410 - \$50,768 PA
11 - \$47,492 - \$61,244 PA
12 - \$56,946 - 73,362 PA

WORK SITE: WASHINGTON, D.C.

TOUR OF DUTY: 8:15 A.M. TO 4:45 P.M.
Monday – Friday

PROMOTION POTENTIAL: Grade 12

AREA OF CONSIDERATION: UNLIMITED

NO. OF VACANCIES: 1

AGENCY: Child and Family Services Agency (CFSA),

DURATION OF APPOINTMENT: | | Permanent | | Term (13 months to 4 years) NTE: Four (4) years
| | Temporary (Up to 1 year, Not-to-Exceed) _____

| X | This position IS in the collective bargaining unit represented by AFSCME - LOCAL 2401 and you may be required to pay an agency service fee through an automatic payroll deduction.

| | This position IS NOT in a collective bargaining unit.

RESIDENCY PREFERENCE AMENDMENT ACT: An applicant for a position in the Career Service or for an attorney position (DS-905) in the Excepted Service who is a bona fide resident of the District of Columbia AT THE TIME OF APPLICATION, may claim a hiring preference over a non-resident applicant by completing the D.C. 2000RP, Residency Preference for Employment Form, and submitting it with the D.C. 2000, Application for Employment. To be granted preference, an applicant must: (1) be qualified for the position; and (2) submit a claim form at the time of application. Except for employees entitled by law to preference, preference will not be granted unless the claim is made at the time of application.

BRIEF DESCRIPTION OF DUTIES:

Responsible for locating the most appropriate residential treatment facility for a child based on psychiatric recommendations; meets with the MAPT coordinator and social worker to review case and supporting documentation to ensure that all special needs are considered for child placement; makes concerted effort to place children in treatment facilities that are within the one-hundred-mile radius and provides justification to supervisor for placement requests beyond the one-hundred-mile radius; assists case managing social worker in the placement process; participates in initial treatment planning with residential treatment provider, case managing social worker, child and family within fifteen days of placement to develop service plan and next steps; obtains treatment plans every thirty days for all children in residential treatment facilities; tracks a child's stay in residential treatment facilities and coordinates reviews and staffings on a timely basis; conducts reviews, 90 days and 180 days after admission, with the case managing social worker and the child and representative from the residential treatment facility; reviews treatment plans and clinically assesses the appropriateness of goals and interventions used to help children achieve their goal of discharge and successful return to the community; identifies and communicates any concerns regarding the treatment plan to the primary social worker, treatment facility staff and any other persons involved in the child's care; advocates for changes when appropriate to the treatment plan to ensure best treatment practices for the child; responsible for conveying to members of the placement team, Family Resource Division and the Office Youth Development information regarding children's placement needs and for follow-up to ensure that a child has a placement identified several months before discharge; coordinates a discharge staffing within sixty days of anticipated date of discharge to identify needs, develop a plan to meet the needs and establish a time-frame for completion of assigned tasks; follows-up with the case carrying social worker to ensure discharge plans are implemented; Serves as a liaison with CFSA, the District's mental health system and public school system, to coordinate services and educational needs; maintains data on children in residential treatment facilities, tracking children's admission and discharge dates. Assists with collection of information to keep census of children in residential care accurate on a monthly basis; conducts regular site visits to facilities, in and out of state, for the purpose of meeting with facility administrators and personnel, CFSA wards and appropriate others to discuss the overall care and treatment provided to District wards; completes monitoring reports in a timely fashion upon return from monitoring visits and distributes reports to appropriate persons; participates in citywide residential treatment monitoring efforts and coordinates with other District agency monitoring teams; monitors unusual incident reports from residential treatment facilities and develops plans of action as necessary; monitors and holds facilities accountable for Corrective Action requests imposed by the Agency as a result of deficiencies noted in monitoring reports; performs other related duties as assigned.

QUALIFICATION REQUIREMENTS: Thorough knowledge of the principles and practices of social work as evidenced by a Master's Degree in a field of social science, to provide residential support services to individuals and families; general knowledge and understanding of the Residential Placement Process and the operation of Residential Treatment Facilities; thorough knowledge of Public Law 96-272, the Adoption Assistance and Child Welfare Act of 1980, DC Law 2-22, the Child Abuse & Neglect Act of 1977, the Adoption and Safe Family Act and other relevant mandates and regulations related to Agency operations; thorough knowledge of psychiatric, psychological and medical practices used in the evaluation of treatment of children and families, as evidenced by previous work experience, to serve as an effective member of a multi-disciplinary team; thorough knowledge of the child welfare field and to provide residential support services for individuals and families.

SELECTIVE PLACEMENT FACTORS:

BS/BS, Masters degree preferred; 5 + years of professional experience.

SUBMISSION OF RANKING FACTORS

The following ranking factors will be used in the evaluation process. All applicants **MUST** respond to the ranking factors **ON A SEPARATE SHEET OF PAPER**. Please describe specific incidents of sustained achievements from your experience that show evidence of the level at which you meet the ranking factors that have been determined to be of importance for the position for which you are applying. You may refer to any experience, education, training, awards, outside activities, etc., that indicate the degree to which you possess the job-related knowledge, skills, and abilities described in the ranking factors. The information given in response to the ranking factors should be complete and accurate to the best of your knowledge. **FAILURE TO RESPOND TO ALL RANKING FACTORS WILL ELIMINATE YOU FROM CONSIDERATION.**

1. Thorough knowledge of pertinent agency resources, collateral public and private agencies and/ or resources and legal policies and procedures which affect children and families;
2. General knowledge of District laws and regulations regarding children in the custody of CFSA;
3. Skills to develop appropriate interpersonal relationships and ability to communicate orally and in writing;
4. General knowledge and skill in current management concepts and practices to effectively interface clinical duties with agency social work goals and objectives.
5. Experience in supervising the movement of children from congregate care facilities to residential/family – like settings;

OTHER SIGNIFICANT FACTORS: Pursuant to the Child and Youth, Safety and Health Omnibus Emergency Amendment Act of 2002 and Mayor's Order 90-27 Drug-Free Workplace Act of 1988; the individual selected to fill this position will, as a condition of employment, be required to complete a Drug and Alcohol Test, Criminal Background Check and Child Protection Registry (CPR). Employment with the CFSA is subject to satisfactory findings.

DRUG-FREE WORK PLACE ACT OF 1988: "PURSUANT TO THE REQUIREMENTS OF THE DRUG-FREE WORKPLACE ACT OF 1988, THE INDIVIDUAL SELECTED TO FILL THIS POSITION WILL, AS A CONDITION OF EMPLOYMENT, BE REQUIRED TO NOTIFY HIS OR HER IMMEDIATE SUPERVISOR, IN WRITING, NO LATER THAN FIVE (5) DAYS AFTER CONVICTION OF OR A PLEA OF GUILTY TO A VIOLATION OF ANY CRIMINAL DRUG STATUTE OCCURRING IN THE WORKPLACE."

APPLICATIONS SUBMITTED FOR CONSIDERATION WILL NOT BE RETURNED TO THE APPLICANT, EXCEPT APPLICATIONS RECEIVED OUTSIDE THE AREA OF CONSIDERATION OR AFTER THE CLOSING DATE.

HOW TO APPLY: ALL APPLICANTS, AGENCY EMPLOYEES AND OTHER D.C. GOVERNMENT EMPLOYEES MUST SUBMIT THE DISTRICT OF COLUMBIA GOVERNMENT EMPLOYMENT APPLICATION, DC 2000.

MAIL TO: Child and Family Services Agency
Human Resources Administration
400 6th Street, SW
Washington, DC 20024

WALK-INS: 955 L'Enfant Plaza, 5th Floor
Washington, D.C. 20024

TO APPLY:

FAX TO: (202) 727-5750

EMAIL TO: cfsajobs@dc.gov

WEB SITE: www.cfsa.dc.gov

TELEPHONE: (202) 724-7373

IN ACCORDANCE WITH THE DC HUMAN RIGHTS ACT OF 1977, AS AMENDED, DC CODE SECTION 2.1401.01 et seq., ("THE ACT") THE DISTRICT OF COLUMBIA DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, MARITAL STATUS, PERSONAL APPEARANCE, SEXUAL ORIENTATION, FAMILIAL STATUS, FAMILY RESPONSIBILITIES, MATRICULATION, POLITICAL AFFILIATION, DISABILITY, SOURCE OF INCOME, OR PLACE OF RESIDENCE OR BUSINESS. DISCRIMINATION IN VIOLATION OF THE ACT WILL NOT BE TOLERATED. VIOLATORS WILL BE SUBJECT TO DISCIPLINARY ACTION.

SALARY REDUCTION OF REEMPLOYED ANNUITANTS: An individual selected for employment in the District government on or after January 1, 1980, who is receiving an annuity under any District government civilian retirement system, shall have his or her pay reduced by the amount of annuity allocable to the period of employment.